



# 2014 Saturday Seminar Series

The Washington Fire Commissioners Association is pleased to offer members the 2014 Saturday Seminar Series. Class descriptions are outlined below; see reverse for dates, times and locations. To register, please use the form provided. If you have questions concerning the seminars, please contact the WFCA office at 1.800.491.9322.

## **SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS & SECRETARIES**

**This seminar will be offered in Spokane and Ocean Shores**

Fire District Attorney Brian Snure will present this seminar for new and experienced commissioners, chiefs and secretaries. The class will provide the knowledge and background needed to understand and address many issues facing fire district personnel. Topics for this full-day program, which is being held in Spokane and Ocean Shores, are as follows:

- ◆ The relationships between fire district commissioners and personnel.
- ◆ Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- ◆ Delegation of authority.
- ◆ Relationships with state and county offices.
- ◆ Risk management and insurance.
- ◆ Open public meetings and executive sessions of the board of commissioners.
- ◆ Open Public Records Act.
- ◆ Ethics — Conflicts of Interest.
- ◆ Compensation to commissioners, paid and volunteer personnel.
- ◆ Volunteer firefighter associations.
- ◆ Finances — revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.

Other areas of law will be addressed with an opportunity for class participants to ask questions.

## **MANAGEMENT VS. GOVERNANCE: WHAT IS THE ROLE OF THE BOARD OF COMMISSIONERS AND CHIEF?**

**This seminar will be offered in Chelan only**

This 3-hour program will feature the return of Fire District Attorney Frank Chmelik's highly rated presentation on the governance role of the fire commissioners in relation to the management role of the fire chief. This seminar will provide:

- ◆ An extensive overview of issues involved in reaching the goal of an effective management and governance relationship.
- ◆ Key strategies for successful board meetings and the necessary components for sound decision making and methods for providing positive strategies to improve administrative staff productivity.
- ◆ Small group discussions on the role of the fire chief in his/her management of day-to-day district operations.

Don't miss this informative and highly interactive seminar that will offer concepts to improve interaction between board and management staff.

## **MARKETING YOUR FIRE DISTRICT FOR SUCCESS**

**This seminar will be offered in Chelan only**

This 3-hour afternoon session will provide the opportunity to discuss and review ways to improve your ability to build increased community support for your fire district, fire suppression, EMS and fire education services. Marketing your district is a key component to the financial success of your fire district.

## **WFCA SELF-FUNDED HEALTH CARE PROGRAM**

**Offered in Ocean Shores & Chelan**

Beginning at 8:00 a.m. at the Ocean Shores and Chelan Seminars, please join Health Care Manager Jim Lux for a one-hour overview of the WFCA health care program. Attendees are encouraged to take advantage of this opportunity to learn about the program and share your thoughts.

# 2014 Seminar Dates, Locations & Times

## SATURDAY, MARCH 8TH - ENDURIS PROFESSIONAL TRAINING CENTER IN SPOKANE

### A G E N D A

8:00 a.m. Registration & Coffee

12:00 p.m. Lunch

9:00 a.m. **NEWLY ELECTED,  
APPOINTED AND EXPERIENCED FIRE  
COMMISSIONERS, CHIEFS &  
SECRETARIES**

1:00 p.m. **SEMINAR CONTINUES**

Afternoon Coffee Break - Sponsored by Enduris

Morning Coffee Break - Sponsored by Enduris

4:00 p.m. Program concludes

The Enduris Professional Center is located at 1610 S. Technology Blvd., Spokane, WA 99224. The Hilton Garden Inn is located 0.2 miles away at 9015 US Hwy. 2, Spokane. The hotel telephone number is 509.244.5866. The guest room rate is \$88 per night. Visit [www.hiltongardeninn3.hilton.com](http://www.hiltongardeninn3.hilton.com) for more information on this hotel.

## SATURDAY, APRIL 26TH - SHILO INN OCEAN SHORES

### A G E N D A

8:00 a.m. Registration & Coffee

12:00 p.m. Lunch

8:00 a.m. **WFCA HEALTH CARE  
PROGRAM INFORMATION**

1:00 p.m. **SEMINAR CONTINUES**

Morning Coffee Break - Sponsored by BIAS  
Software

Afternoon Coffee Break - Sponsored by Northwest  
Safety Clean

9:00 a.m. **NEWLY ELECTED,  
APPOINTED AND EXPERIENCED FIRE  
COMMISSIONERS, CHIEFS &  
SECRETARIES**

4:00 p.m. Program concludes

The Shilo Inn is located at 707 Ocean Shores Blvd. N.W., Ocean Shores, WA 98569. The hotel telephone numbers are toll-free 800.222. 2244 (reservations) or 360.289.4600 (main line). The guest room rate is \$119 per night. Visit [www.shiloinns.com](http://www.shiloinns.com) for more information on this hotel.

## SATURDAY, JUNE 7TH - CAMPBELL'S RESORT CHELAN

### A G E N D A

7:30 a.m. Registration & Continental Breakfast  
(included in registration fee)

12:00 p.m. Lunch

8:00 a.m. **WFCA HEALTH CARE PROGRAM  
INFORMATION**

1:00 p.m. **MARKETING YOUR FIRE  
DISTRICT FOR SUCCESS**

Morning Coffee Break

Afternoon Coffee Break - Sponsored by Enduris

9:00 a.m. **MANAGEMENT VS.  
GOVERNANCE**

4:00 p.m. Program concludes

Campbell's is located at 104 W. Woodin Ave., Chelan, WA 98816. For reservations call 800.553.8225 or 509.682.2561. Room rates vary depending on the type requested. For more hotel information, visit [www.campbellsresort.com](http://www.campbellsresort.com). Other reservation options: Grandview (800.962.8723). Darnell's (800.967.8149), Best Western (800.468.2781).

The WFCA appreciates the financial support of its associate members for specified coffee breaks and continental breakfasts. These funds are used to grant members with an assessed value of less than \$50 million dollars a complimentary registration.

# Legal Questionnaire

The WFCA Education Committee and Brian Snure would like your input regarding the relative importance to you of the legal topics that will be addressed during the seminar for Newly Elected/Appointed and Experienced Commissioners Chiefs & Secretaries, presented in Spokane and Ocean Shores.

Please rank the importance of the following topics on a scale of **1 (most important)** to **10 (least important)** or add in your own topic, and return the ranking to the WFCA at least two weeks prior to your program.

- |   |   |
|---|---|
| <input type="text"/> Commissioner Role & Responsibility       | <input type="text"/> Creating and Managing Employment Relationships |
| <input type="text"/> Risk Management Strategies               | <input type="text"/> Public Records Act Compliance                  |
| <input type="text"/> Open Public Meetings/Executive Sessions  | <input type="text"/> Ethics/Conflicts of Interest                   |
| <input type="text"/> Bid Law Compliance                       | <input type="text"/> Tax Levy Options                               |
| <input type="text"/> Non Tax Revenue Options & Benefit Charge | <input type="text"/> Fire Service Consolidations                    |
| <input type="text"/> (Other) _____                            |   |

## Registration Information, Fees & Form

Registration fee listed below is per person, per seminar. Fee includes lunch at the seminar for which you register.

### MEMBER REGISTRATION

\$150.00

\$200.00 (at the door)

### NON-MEMBER REGISTRATION

\$400.00

\$500.00 (at the door)

- ♦ An educational grant program is available to members with an assessed value of less than \$50 million. Please contact the WFCA office for more information.
- ♦ 48 hours' notice is required for registration refunds from the WFCA.

✓ *Sign Me Up for the Seminar I've checked:*

☐ Spokane—March 8th

☐ Ocean Shores—April 26th

☐ Chelan—June 7th

Representing: \_\_\_\_\_

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Name & Title (as to appear on name badge)

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Name & Title (as to appear on name badge)

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Name & Title (as to appear on name badge)



Click here and like our Facebook page for a \$5 discount per participant registration for one seminar. Coupon must be presented with registration.

☐ Amount Enclosed \$ \_\_\_\_\_

☐ Please Invoice. If possible, please provide an email address for invoicing: \_\_\_\_\_

Please return completed registration to:

WFCA, P. O. Box 134, Olympia, WA 98507 ▪ fax to 360.664.0415 ▪ email to [wfca@wfca.wa.gov](mailto:wfca@wfca.wa.gov)